

From: Michael Chevedden <chevedden@imagespm.com>

Sent: 12/10/2008 12:02 PM.

To: [-] "Mark T. Kubota" <Mark_Kubota@toyota.com>

Cc: [-] George Morino <george_morino@toyota.com>; Richard Jung <Richard_Jung@toyota.com>; Benjamim Hammond <Benjamin_Hammond@toyota.com>; Wayne Hutchinson <wayne_hutchinson@toyota.com>; Tyson Siekiera <Tyson_Siekiera@toyota.com>; "Joan J. Marino" <Joan_Marino@imagespm.com>

Bcc: [-]

Subject: Mtg Summary

Mark,

the following is a quick summary of today's meeting.

1. Confirm ISPM provides quotes on all work moving forward - in advance
2. Remail Region/Dealer letters to be supplied by TMS
3. Every effort will be made to have the Region/Dealer letters in black only - no color
4. Continue to look at ways to reduce cost of USTT owner mailings
5. Make more economical selections regarding paper and ink as it applies to Scion and Prius jobs
6. Mark will provide a VIN list detailing which records to include in initial 80D owner mailings
7. ZTH owner mailing will go on hold after the 1st 10 drops until further notice
8. 8R10 US owner letter booklets need to be approved asap today
9. ISPM owe TMS CDs and VIN uploads for 80C and 8R9
10. 70F Mexico and 8R9 are ongoing
11. Balance of jobs will roll into 2009
12. Email my vacation schedule
13. Proceeding with consolidated website - will show links before going live

Let me know if you wish to add anything else.

Mike Chevedden

Image Solutions Print & Mail, Inc.
109 W. Grand Avenue
El Segundo, CA 90245
310-364-3117 / 310-364-3171 FAX

www.imagespm.com

This transmission may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you.